



## Section 3 Plan Resource Checklist

(This optional checklist is intended for Grantees and Subrecipients to use as a resource guide in developing a local Section 3 Plan.)

Grantee/Subrecipient: \_\_\_\_\_

Region: \_\_\_\_\_

	Yes	No	Criterion	Comments
1.	<input type="checkbox"/>	<input type="checkbox"/>	Does the Section 3 Plan have a designated Section 3 Coordinator or Coordinators?	
2.	<input type="checkbox"/>	<input type="checkbox"/>	Does the Section 3 Plan have procedures to monitor and enforce compliance with Section 3?	
3.	<input type="checkbox"/>	<input type="checkbox"/>	Does the Section 3 Plan have preferences for Section 3 businesses for method of award?	
4.	<input type="checkbox"/>	<input type="checkbox"/>	Does the Section 3 Plan identify reporting requirements to the GLO? And to Subrecipient (Monthly basis).	
5.	<input type="checkbox"/>	<input type="checkbox"/>	Does the Section 3 Plan identify how it will document compliance on how it anticipates meeting the "greatest extent feasible" requirement?	
6.	<input type="checkbox"/>	<input type="checkbox"/>	Does the Section 3 Plan identify procedures on how it plans to notify <b>Section 3 residents</b> about training and employment opportunities (outreach)?	
7.	<input type="checkbox"/>	<input type="checkbox"/>	Does the Section 3 Plan identify procedures on how it will notify <b>contractors</b> about Section 3 requirements to include outreach?	
8.	<input type="checkbox"/>	<input type="checkbox"/>	Does the Section 3 Plan cover the requirements of adding the Section 3 clause into its contracts?	
9.	<input type="checkbox"/>	<input type="checkbox"/>	Does the Section 3 Plan discusses how it will <u>facilitate</u> training and employment opportunities of Section 3 residents and Section 3 business concerns?	

10.	<input type="checkbox"/>	<input type="checkbox"/>	Does the Section 3 Plan document how <u>actions will be taken</u> to comply with Section 3 requirements and how it will document and identify impediments?	
11.	<input type="checkbox"/>	<input type="checkbox"/>	Does the Section 3 Plan discuss bidding procedures and Section 3 preference requirements?	
12.	<input type="checkbox"/>	<input type="checkbox"/>	Does the Section 3 Plan discuss maintaining a list of Section 3 Business Concerns?	
13.	<input type="checkbox"/>	<input type="checkbox"/>	Does the Section 3 Plan discuss priority requirements by Contractors and Subcontractors when it comes to employment opportunities to Section 3 residents/participants?	
14.	<input type="checkbox"/>	<input type="checkbox"/>	Does the Section 3 Plan discuss maintaining an advisory board/committee?	
15.	<input type="checkbox"/>	<input type="checkbox"/>	Does the Section 3 Plan discuss requirements for Contractors and Subcontractors to post employment notices with Workforce Solutions and WorkinTexas.com?	
16.	<input type="checkbox"/>	<input type="checkbox"/>	Does the Section 3 Plan discuss how to deal with businesses that do not comply with Section 3 requirements?	
17.	<input type="checkbox"/>	<input type="checkbox"/>	Does the Section 3 Plan discuss steps to perform a prospective workforce needs analysis that could be used to identify and quantify training, employment and contracting opportunities with local workforce centers?	